

## Accounts Preparation - Year End Questionnaire 2013

Client:

Date:

This Accounts Preparation - Year End Questionnaire is designed to save you time and money.

The effort you invest to complete this questionnaire will be repaid because we'll be able to complete your accounts accurately and efficiently, saving you unnecessary fees that might otherwise be incurred if we had to come back to you multiple times requesting more information.

**Please complete this questionnaire and ensure you attach all relevant documentation, then sign and date this form below, and return your questionnaire and documentation to us.**

If you have any queries or concerns, please do not hesitate to contact us.

### MWB Accountants

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*I/We hereby instruct you to prepare our Financial Accounts and Taxation Returns for the financial year ended 30 June 2013.*

*I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.*

*You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies such as the ATO to obtain such information as you require to enable you to complete the above assignment.*

Name:

Signature:

Date:

**To ensure that our records are up to date, please assist us by confirming and/or completing the following:**

Entity name:							
ABN:							
ACN <i>(if a company)</i>							
TFN:							
Main business activity:							
Address of business:							
Registered address: <i>(if a company)</i>							
Postal address:							
Telephone:	Business		Fax		Mobile		
Email address: <i>(For our records)</i>							
Trustee(s): <i>(if a trust)</i>							
Contact name:							
Address:							
Telephone:	Home		Business		Fax		Mobile
Email address: <i>(For our records)</i>							
Trustee(s): <i>(if a trust)</i>							
Contact name:							
Address:							
Telephone:	Home		Business		Fax		Mobile
Email address: <i>(For our records)</i>							
If you wish to use electronic funds transfer, we will require the following information:							
Bank and Branch:							
Account name:							
BSB number:		Account number:					

1. If we are preparing your accounts for the first time:		Yes	No	?
<b>Please provide:</b>				
1.1	A copy of your most recent financial statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	A copy of your last tax return, income tax assessment and PAYG instalment notices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Copies of any other correspondence with the Tax Office such as objections, penalties, Statement of Account, Garnishee Notice, Final Notice to Lodge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transactions				
2. Cash Balances		Yes	No	?
2.1	Reconciled cash book details on computer disk or email attachment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1.1	Please provide name of program and version number.			
2.1.2	Please provide password if applicable.			
2.2	Copies of bank reconciliations as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Copies of bank statements as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OR if you are using a computer program but not supplying a copy of the computer file:</b>				
2.4	Financial statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Detailed general ledger report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Trial balance and bank reconciliation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Copies of bank statements as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OR if you are not using a computer program:</b>				
2.8	Cheque payment details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9	Receipt details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10	Bank reconciliations (if available).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11	Copies of all bank statements for the year ended 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Credit Cards		Yes	No	?
3.1	Please provide copies of any credit card statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	If you made any business related payments on your personal credit card, please provide details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Petty Cash		Yes	No	?
4.1	Balance of petty cash as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Accruals</b>				
<b>5.</b>	<b>Accounts Receivable</b>	<b>Yes</b>	<b>No</b>	<b>?</b>
5.1	Please supply a list of trade debtors as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Please supply a list of bad debts written off or to be written off at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Please supply details of any provision required for doubtful debts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: This is for accounting purposes only. It is not required for tax purposes.</i>				
<b>6.</b>	<b>Accounts Payable</b>	<b>Yes</b>	<b>No</b>	<b>?</b>
6.1	Please supply a list of trade creditors at 30 June, including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.1	June PAYG Withholding (monthly or quarterly amount) paid in July.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.2	Compulsory superannuation contributions unpaid as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: For each creditor provide details of the nature of the expense for which the debt is owed and whether the amount includes GST.</i>				
<b>7.</b>	<b>Stock</b>	<b>Yes</b>	<b>No</b>	<b>?</b>
7.1	Please supply the value of stock on hand at 30 June, including finished goods, work in progress, raw materials and goods in transit and the method of valuation (cost, market or replacement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Please contact us if you would like to discuss valuation issues.</i>				
<b>OR</b>				
7.2	If the business has annual turnover less than \$2 million, please advise if the value of stock at 30 June does not exceed the value at 30 June the previous year by more than \$5,000.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Please advise us if stock is significantly less than previous year.</i>				
<b>8.</b>	<b>Annual Leave/Long Service Leave Provisions</b>	<b>Yes</b>	<b>No</b>	<b>?</b>
8.1	Schedule of annual leave entitlements as at 30 June, as follows:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Employee</b>	<b>Number of days owed</b>	<b>\$ Entitlement</b>	
8.2	Schedule of long service leave entitlements as at 30 June, as follows:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Employee</b>	<b>Days owed</b>	<b>\$ Entitlement</b>	



12.1.1	Please supply details of the purchase of the asset (such as copies of contracts, settlement statements and other relevant documents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.2	Please supply details of any expenditure incurred in relation to the asset that was not claimed as a deduction during the period of ownership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.1.3	Please supply details of the sale of the asset (such as copies of contracts, settlement statements and other relevant documents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Liabilities</b>				
<b>13.</b>	<b>Leases and Hire Purchase</b>	<b>Yes</b>	<b>No</b>	<b>?</b>
13.1	Please provide details of new leases, chattel mortgages or hire purchase agreements acquired during the year. <i>Note: Please provide a copy of the lease, chattel mortgage or hire purchase agreement.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2	Please supply details of any leases, chattel mortgages or hire purchase agreements paid out or refinanced during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14.</b>	<b>External Loans</b>	<b>Yes</b>	<b>No</b>	<b>?</b>
14.1	Details of borrowings during the year, including:			
14.1.1	Loan statements detailing interest, repayments and loan balance at the end of the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.1.2	Details of security provided for the finance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.1.3	Details of borrowing costs incurred.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>15.</b>	<b>Salaries and PAYG Withholdings</b>	<b>Yes</b>	<b>No</b>	<b>?</b>
15.1	Please supply copies of PAYG Payment Summaries issued at year end.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.2	Please supply a copy of your PAYG Summary Statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Information</b>				
<b>16.</b>	<b>Transactions Not Through the Business</b>	<b>Yes</b>	<b>No</b>	<b>?</b>
16.1	Were all sales banked and purchases paid through the business trading account during the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.2	If not, please provide details as to how these funds were applied or how the purchases were paid for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>17.</b>	<b>Goods and Services Tax</b>	<b>Yes</b>	<b>No</b>	<b>?</b>
17.1	Please supply copies of all Business Activity Statements lodged during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>18.</b>	<b>Legal Documents</b>	<b>Yes</b>	<b>No</b>	<b>?</b>
18.1	Please attach solicitor's statements and/or correspondence relating to any legal transactions during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.2	Please include statements and agreements relating to any new mortgages, hire purchase agreements, leases and loans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. Private Use		Yes	No	?
19.1	Please provide details and dollar amount of goods taken for private use. <i>Please advise whether or not this includes GST.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.2	Provide details of any payments or loans made by the business to the owners or their associates (if the only payments are wages or regular drawings, your cash transaction records will be sufficient).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.3	Provide details of any business assets made available for the private use of the owners or their associates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Other Information				
If there is any other information that you consider relevant, or you have particular concerns or queries, please provide us with details in the space below. Attach information if applicable.				
21. Timing		Yes	No	?
21.1	Please indicate when you require the accounts to be completed:			
21.2	Are these accounts required for a finance application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Thank you for taking the time to complete this questionnaire**  
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